

CITY OF BURBANK

FINANCIAL SERVICES DIRECTOR

DEFINITION

Under general administrative determination of policy and direction, to assist in the planning, organization, and direction of all the operations within the Finance Division of the Management Services Department; to act for the Management Services Director as requested; and to do related work as required.

ESSENTIAL FUNCTIONS

Administers the auditing, accounting, and financial programs of the City, the Burbank Redevelopment Agency, and the Burbank Housing Authority; provides revenue estimates and appropriation requirements; analyzes revenue returns and expenditures and reports significant variations from estimates to the Management Services Director; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; prepares or directs the preparation of financial reports; serves as chief fiscal officer of the City when the Management Services Director is absent.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of accounting and auditing; governmental accounting; the principles and practices of sound personnel management and supervision; administrative ability.
- Ability to - compile and analyze financial reports; make accurate revenue estimates; study, develop and present ideas and recommendations effectively in oral and written form; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent experience in supervision of a complex accounting system and graduation from an accredited four-year college with major work in accounting, finance, or business management.

License & Certificates: A CPA certificate or Master's Degree in accounting or business administration is preferred.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.